



Thiagarajar College of Engineering Madurai – 625 015

Intellectual Property Rights Cell(IPR Cell) (Research & Development)

Standard Operating Procedure

TCE is having an exclusive IP Policy and IPR Cell.

1. Anyone who believes to be in possession of a potential Intellectual Property generated while associated and/or in service of TCE may approach and set up discussions with the members of the IPR cell at any mutually convenient time.
2. The Ownership of all IP developed by TCE faculty, students, and researchers in the course of or pursuant to research and development at TCE using TCE resources or funded by TCE, shall vest with TCE. The respective faculty, students, and researchers shall be named as inventors and assign all IP rights to TCE.
3. Faculty, Research scholars, Students and Staff members of the Institute who evolve know-how/designs/instruments/devices/processes that is can be protected as IP(s) will be required to submit the application form (Form A) approved by HoD and Dean R&D along with the Invention Disclosure Form(Form B) to iprcell@tce.edu. [Before filling the application form kindly, go through the TCE IP Policy].
4. Acknowledgement of the receipt of the application will be sent to the applicant within seven (7) working days.
5. On receipt of the application, Dean (R &D) will put it up to the Scrutiny Board. The Scrutiny Board can engage consultant(s) to examine the application and make specific recommendations in respect of the novelty and commercial value within.
6. Based on their scrutiny reports, the IP filing shall be done either through the IPR consultant or through TCE IPR Cell.
7. After obtaining Chairman's approval, Inventors Assignment Agreement is to be signed and the IP filing process will be initiated which includes the following:

(i) IP fee:

- a) TCE, Madurai will pay 100 % of the IP registration expenditure.
- b) The IP renewal fees for the first seven years in all cases when IP is taken by TCE, Madurai.
- c) If it is a joint IP with sponsoring agency, then the IP processing cost will be equally shared. If the other agency does not show interest in such process, TCE, Madurai can either continue the IP by paying the fees for its full term or withdraw application for the IP protection, at its discretion.

(ii) Revenue sharing: The revenue sharing arrangements are as below: 60 % (sixty percent) of the total revenue (lump sum payment, royalty or any other form) accruing from the commercial exploitation of IP owned by TCE Madurai shall be credited to Inventors and 40% of the revenue will be to the cred of TCE, Madurai.

TCE, Madurai bears the charges incurred for processing and acquisition of intellectual property rights and the TCE, Madurai shall bear the maintenance charges for first 7 years or till commercialization, whatsoever is earlier.

(iii) Sponsored Research: Before the commencement of any Sponsored Research, TCE Madurai will enter into a written Agreement/understanding with the Sponsoring Agency setting all commercial aspects of the project including but not limited to ownership of intellectual property and royalty sharing, which shall be subject to TCE Madurai's Chairman's approval.

(iv) Industry Supported IPRs: Before the commencement of any Industry support projects, TCE Madurai will enter into a written Agreement/understanding with the Industry Partner setting all commercial aspects of the project including but not limited to ownership of intellectual property and royalty sharing, which shall be subject to TCE Madurai's Chairman's approval.

(v) IP with faculty/technical person from other institution/company: Before the engaging any faculty/technical person from other institution/company, TCE Madurai will enter into a written Agreement/understanding with the faculty/technical person from other institution/company setting all commercial aspects of the project including but not limited to ownership of intellectual property and royalty sharing, which shall be subject to TCE Madurai's Chairman's approval.

(vi) The Institute may consider requests for registration of IPs in foreign countries, based on the merit of the inventions.

(vii)*Technology Transfer/Commercialization:

TCE shall strive to market the IP and identify potential licensee(s) for the IP to which it has ownership. The creator(s) shall assist in this process.

TCE may contract the IP to a technology management agency, which manages the commercialization of the IP. For the IP for which exclusive rights have not been already assigned to a third party, the creator(s) may also contact potential licensee(s) on their initiative maintaining confidentiality and taking all necessary care so as not to affect the value of the IP through appropriate agreements such as Non-Disclosure Agreement (NDA) with the potential licensee(s) during technology marketing discussions.

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Research & Development – IPR Cell

Standard Operating Procedure for Submitting IPR Proposal

Objective:

- To guide the inventors for submitting IPR proposal in a systematic way.
- To increase number of IPRs.

Sl.No	Activity	Responsibility	Time	Forms to be submitted
1	Submission of New Patent Filing Requisition Form (Form: A) to IPR Cell	Inventors	Any time	Form A (New Patent Filing Requisition Form)
2	Sending Acknowledgement to the Corresponding Inventor with TCE Application Number	IPR Cell	One week from the receipt of Form A	--
3	Submission of soft copy of Invention Disclosure Form (IDF) - Form: B to IPR Cell (iprcell@tce.edu)	Inventors	One month from the receipt of Acknowledgement (T ₀)	Form B (Invention Disclosure Form)
4	Sending IDF (Form: B) to the Scrutiny Committee	IPR Cell	After receiving 3 IDFs/ once in a Month (T ₀ +30 days)	--
5	Receiving Scrutiny Report	Scrutiny Committee	Two Weeks (T ₀ +45 days)	Form C (IPR Proposal Evaluation form)
6	Intimation of the decision to inventors (Patentable/ Commercially viable)	IPR Cell	T ₀ + 47	Mail
7	Submission of Inventors Agreement Bond Document	Inventors	T ₀ +55	Form D
8	Chairman Approval for IP filing	IPR Cell, Inventors	T ₀ + 70	-
9	Initiation of Patent Filing	IPR Cell, Inventors	T ₀ +75	-

